



Wasatch County

Planning Department
55 S 500 East Heber City, UT 84032
(435) 657-3205
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

Application for Subdivision – Final – JSPA Development

Application Fee: \$1500 + \$10 per developable acre

Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.

Owner(s) of Record

Full Name:			Date:
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name:			
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

Project Information

Project Name:			
Planning Area: (See Land Use Map in the Wasatch County General Plan – map #23, page 135)			
Project Location:			
Street Address		Subdivision/City	
Parcel Number(s)	Section(s)	Township(s)	Range(s)
Project Description: (Including number of lots or units, acreage and/or building square footage)			
Prior Approvals: (list any prior county approval/permits issued for the subject property)			

The below checklist must be included with your application with all items checked off as complete or your application will not be processed.

Application for Subdivision - Final – JSPA Checklist

Upon JSPA Planning Commission (PC) Approval of Preliminary site plan/preliminary plat the following documents and plans are required to be submitted to the Wasatch County Planning Department for final review and approval as part of the final plat submittal. The Wasatch County Planning Department will review the documents and inform the applicant as soon as reasonably possible, whether the overall final site plan is complete and is consistent with the intent of the JSPA and all previous submitted approvals and agreements. If the final design is deemed inconsistent the Planning Department will outline the inconsistencies and coordinate with the applicant to amend the submittal. The following items are minimum requirements for submission to the Planning Department. The proposal must be considered complete to be distributed to the Development Review Committee (DRC). Incomplete applications will not be accepted

Requirements:

1. Final Plat Format

A final plat shall be prepared for all developments. Each plat shall consist of a sheet of approved mylar having outside or rim line dimensions of twenty four inches by thirty six inches (24" x 36"). The border line of the plat shall be drawn in heavy lines, leaving a margin of at least one and one-half inches (1 1/2") on the left hand side of the sheet for binding, and at least one-half (1/2) on the other three (3) sides of the sheet. The plat shall be so drawn that the top of the sheet is either the north or east, whichever accommodates the drawings best. All lines, dimensions and markings shall be made on the mylar with approved waterproof black "India drawing ink", or equivalent. Font size shall be 10-point or larger. The actual map shall be drawn to a scale within the range of one inch equals ten feet (1" = 10'), to one inch equals one hundred feet (1" = 100'), unless approved otherwise by the planning department.

- ☐ Two (2) copies of plans; submitted on 24"x36" dimension as well as electronically in PDF format.
- ☐ One (1) complete 11"x17" reduced set of entire application/all documents.
- ☐ One (1) copy electronic file: DWG, DXF, file format in either State Plane Central Zone NAD 27 or 83 or UTM NAD 27 or 83 (in feet of meters) coordinate system. The electronic file must also include the following:
 - ☐ All pages of the plat
 - ☐ Site Plan
 - ☐ Landscape Plan
 - ☐ Elevation contours (two (2) feet)
 - ☐ Engineering drawings

2. Final Plat

Details and the workmanship on finished drawings shall be neat, clean-cut and readable. A poorly drawn or illegible plat is sufficient cause for rejection. The final drawings or plats shall contain the following information:

- ☐ Project name and address;
- ☐ North point, scale (not smaller than 1" =100');
- ☐ Date;
- ☐ Development phase number, if a phased project;
- ☐ Names, addresses, and telephone numbers of developer, engineer, and current owners;
- ☐ Nearest section corner tie, township(s), and range(s); Lot lines, dimensions and area; adjacent lots and phases;
- ☐ Existing and proposed easements, walkways, streets, and rights-of-way (public and private) including widths, names, and numbers; proposed dedications of public use areas; existing and proposed curb, gutter and sidewalk (public and private);
- ☐ Existing waterways (including irrigation and piping);

- ☐ Topography (contours at 2-foot intervals) and site drainage plan which illustrate existing and proposed conditions;
- ☐ Existing vegetation to remain on development and natural features of the land;
- ☐ Sensitive lands including, but not limited to slopes over 25%, flood hazard boundary, wetlands, high water table areas and geologic hazards;
- ☐ Soils testing and analysis. Geotechnical studies as required by the County;
- ☐ UDOT approval for access off state roads; approval of Wasatch County Flood Control; approval of Army Corps of Engineers in wetlands or high water table areas; approvals of power, gas, telephone and cable companies where easements are proposed and service is required;
- ☐ Final grading plans illustrating cut and fill limits and limits of disturbance;
- ☐ Temporary construction erosion control plan;
- ☐ Final drainage plan illustrating methods of controlling runoff, directing water flow, and detention / retention areas; existing and proposed utilities including fire hydrants, water and sewer lines, and storm sewer system;
- ☐ Location and elevation drawings of existing and proposed buildings, signs, dumpster and utility enclosures, fences and other structures including materials and colors;
- ☐ Landscaping plan with irrigation system and plant species and sizes;
- ☐ Parking, access, and loading plan;
- ☐ Lighting plan;
- ☐ Signage plans to comply with the Wasatch County Sign Regulations;
- ☐ Architectural plans;
- ☐ Tabulation of ERU's, as defined by the Plan, number of housing units by type and square footage, with the number of bedrooms, parking stalls provided, building square footage, building footprint square footage, open space acreage and percentage, landscape acreage and percentage, hard surface acreage and percentage;
- ☐ Jordanelle Special Service District approval indicating storage capacity and fire flow;
- ☐ Mitigating measures (to conform with Wasatch County Development Code and Design standards as found in this document);
- ☐ Any additional information which the County Planner and /or Planning Commission may require.

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- ☐ Out-of-Pocket Account is to be maintained at the set amount during the final approval stage as it was during the Preliminary stage of the project.

3. Final Documentation:

The following official documents prepared in a manner that will fully present information called for on forms provided by the County:

- ☐ Articles of Incorporation and Bylaws of the Association;
- ☐ Declaration of covenants, conditions, restrictions, and management policies;
- ☐ Maintenance agreement between the Developers, Property Owners Association, JSSD, and the County, providing for the establishment of an impound account as a means of assuring proper maintenance of the development;
- ☐ Open space agreement acceptable to the County;
- ☐ Affordable housing agreement approved by the County;
- ☐ Schools and civic agreement approved by the County;
- ☐ An information brochure for use in the sales program to inform all home buyers in simple terms about the Home Owners Association and the rights and obligations of lot owners;

- ❑ A statement from the State Health Department, through the County Health Department, granting engineering approval of the development pertaining to water and sewerage facilities;
- ❑ Development Agreement drafted by the County Attorney;
- ❑ A final form of certification for each of the following (these are certifications intended to be placed on the plat):
 - ❑ Owner's dedications;
 - ❑ Surveyors certificate of accuracy of survey;
 - ❑ County Surveyor's;
 - ❑ Planning Commission;
 - ❑ Jordanelle Special Service District;
 - ❑ Jordanelle Special Improvement District;
 - ❑ Jordanelle Architectural Advisory Board;
 - ❑ Board of County Commissioners;
 - ❑ County Executive approval of plat and acceptance of dedications of public lands, streets and easements;
 - ❑ County Fire Marshall;
 - ❑ County Attorney's;
 - ❑ Health Department;
 - ❑ Weed Board;
 - ❑ Public Works;
 - ❑ County Planning Office;
 - ❑ Wasatch County Engineer;
 - ❑ Wasatch County Water Board;
 - ❑ Sheriff Office;

4. Final Plat Recording:

A final plat shall be prepared on a reproducible Mylar drawn in accordance with County standards at a scale not smaller than one inch equals one hundred feet (1" = 100') and shall show the following:

- ❑ Boundaries of the development and location of all required survey monuments;
- ❑ Location of all lot lines;
- ❑ Location and extent of all street and other parcels of land to be dedicated to the public and to be retained in private ownership;
- ❑ Location and extent of all easements;
- ❑ The certifications previously proposed and approved as part of the final documentation provided.
- ❑ The following documents are required with final plat submittal for surveyor review:
 - ❑ Copy of the proposed subdivision
 - ❑ Copy of the filed Record of Survey
 - ❑ If the record of survey has not been filed, the process stops until such time as the survey is accepted and filed. If this is a subsequent phase, then the proposed plat shall show the recorded file number of the record of survey and/or paper copy of the survey.
 - ❑ Copy of the coordinate sheet showing the courses and distances of the proposed subdivision boundary and the error of closure.
 - ❑ Copy of the coordinate sheet showing the lot closure, area of the lot in square feet and acres, and the error of closure. This is required for each and every lot in the plat. Also, open space and roadways are to be treated as individual lots.

Please Read And Sign Before Application Submittal

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of
Owner/ Agent: _____ Date: _____

IMPORTANT:

Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.